

Natrona County Development Department  
200 North Center Street, Room 202  
Casper, WY 82601  
Phone: 307-235-9435  
Fax: 307-235-9436



“The purpose of the Natrona County Development Department is to provide necessary services to implement sound land use planning and economic development policies to protect and enhance the quality of life for present and future inhabitants of Natrona County.”

## **Zone Change**

**Adopted by Natrona County Board of County Commissioners**

**NATRONA COUNTY DEVELOPMENT DEPARTMENT**  
**200 NORTH CENTER STREET, ROOM 202, CASPER, WY 82601**

**Zone Map Amendment (Rezoning)**  
**General Information, Instructions and Application Form**  
(Ref. Chapter x, 2000 Zoning resolution)

General Information

The purpose of zoning is to promote the public health, safety and welfare of the citizens of the County. The zoning regulations, restrictions and boundaries set forth in the Zoning Resolution may, from time to time, need to be amended to recognize changing conditions in the County.

A zone map amendment (rezoning) is a Resolution adopted by the Board of County Commissioners which changes the zoning district classification of a particular parcel of land on the official zone map of Natrona County.

*Please refer to the Natrona County Zoning Resolution for more detailed information regarding the requirements for zone changes.*

**REVIEW AND PROCESSING OF APPLICATION**

**County Development Department**

Staff strongly encourages a “pre-application conference” prior to submission of a rezoning application. The purpose of this “pre-application conference” is to inform the applicant of the requirements for submission of a rezoning application and the estimated time frame for review. *As some rezoning proposals may involve complex issues, applicants are encouraged to engage the services of a professional planning or engineering firm with relevant experience before submitting an application.*

An application for a **rezone** is first reviewed by the **County Development Department**. The Department meets with the applicant, conducts an on-site inspection of the property, gathers information from various sources, and submits a report and recommendation to the **Natrona County Planning and Zoning Commission**, including reasons why a particular recommendation is being made and a set of contingencies should approval be recommended.

**Planning and Zoning Commission**

The **Planning and Zoning Commission** is a five-member volunteer board, appointed by the **Board of County Commissioners**. The **Planning and Zoning Commission** holds a public hearing on the rezone application, considers the report from the **County Development Department**, and receives testimony regarding the application. After considering this information, the **Planning and Zoning Commission** takes the following action:

- Recommend approval of the application as submitted to the **Board of County Commissioners**,
- Recommend approval of the application, subject to such modifications or conditions as it deems necessary, to the **Board of County Commissioners**.
- Table the application to a date specific, or
- Recommend denial of the application to the **Board of County Commissioners**. With the applicants express permission, the Commission may table the application indefinitely or dismiss the application.

### **Board of County Commissioners**

The **Board of County Commissioners** is a five-member elected board, representing the citizens of Natrona County and setting forth the policies of the Natrona County government. The **Board of County Commissioners** holds a public hearing on the **rezone** application, considers the report from the **County Development Department** and action of the **Planning and Zoning Commission**, and receives public testimony regarding the application. After considering this information, the **Board of County Commissioners** takes the following action:

- Approve the application as recommended by the **Planning and Zoning Commission**,
- Approve the application as submitted,
- Approve the application on its own conditions,
- Deny the application,
- Remand the application to the **Planning and Zoning Commission** for reconsideration, or
- Table the application to a date specific. With the express consent of the applicant, the applicant's express permission, the **Board of County Commissioners** may table the application indefinitely or dismiss the application.

### **Requirement for Additional Information**

Either the Commission or the Board may require the applicant to furnish additional information so that the Commission or Board or both can make a more informed decision. The information requested may include, but not be limited to, geotechnical reports, percolation test, water analyses, and traffic studies. Such studies are to be provided at the sole expense of the applicant.

## **GUIDELINES FOR REVIEW**

When acting upon a **rezone application**, the **Planning and Zoning Commission** and the **Board of County Commissioners** shall be guided by the Intent and Purpose, and Goals and Policies provisions of the Zoning Resolution. In addition, Staff will, pursuant to “good planning practice”, examine and formulate recommendations on rezone applications based upon the following criteria:

- 1) The proposed rezoning is necessary to come into compliance with the Natrona County Development Plan.
- 2) The existing zoning of the land was the result of a clerical error.
- 3) The existing zoning of the land was based on a mistake of fact.
- 4) The existing zoning of the land failed to take into account the constraints on development created by natural characteristics of the land, including but not limited to, steep slopes, floodplain, unstable soils, and inadequate drainage.
- 5) The land or its surrounding environs has changed or is changing to such a degree that it is in the public interest to encourage a redevelopment of the area or to recognize the changed character of the area.
- 6) The proposed rezoning is necessary in order to provide land for a community need that was not anticipated at the time of adoption of the Natrona County Development Plan.

## **APPLICATION INSTRUCTIONS**

### **ZONE CHANGE APPLICATION & SITE PLAN**

This is an application to the Board of County Commissioners petitioning them to adopt a resolution changing the zoning district classification of the parcel of land described hereon and to amend the Official Natrona County Zoning Map to reflect the zone change. By filling out the application form and providing the other requested information, your application will be acted upon in the fastest, fairest manner by Development Department staff. Zone change applications must be published in the newspaper at least 30 days prior to the public hearing before the County Planning Commission. After a recommendation from the Planning Commission, the rezoning must be published once again in the newspaper at least 14 days prior to the public hearing before the Board of County Commissioners, at which time a final decision is made. The public hearing notices will be the responsibility of the Development Department. Citizens are encouraged to discuss their application with an appropriate member of the Development Department. All applications must be complete.

### **PLEASE SUBMIT THE FOLLOWING:**

1. A COMPLETED APPLICATION FORM. Answer all portions and type or print your answers. Attach additional pages, if needed.
2. A site plan drawn on the page titled "Site Plan" with the following information:
  - a. The perimeter and dimensions of the property.
  - b. The names and locations of all streets, roads or highways on or contiguous to the property.
  - c. The locations of all easements or rights-of-way on the property.
  - d. The names and locations of all rivers, stream or waterways on or contiguous to the property.
  - e. The use, location and dimension of all structures on the property. Please include the distance from all proposed structures to the property lines.
  - f. A scale.
  - g. A north arrow.
3. The names and mailing addresses of all adjacent properties owners. You may submit a letter from the adjacent owners indicating their support of your request.
4. Proof of ownership-copy of a recorded deed. The owner of record must sign this application for the application to be valid.
5. Any other information or materials relevant to the application or as requested by the Development Department.

**Please plan on attending the public hearing and /or having a representative present. The Natrona County Planning and Zoning Commission meetings are held at 5:30 p.m. on the second Tuesday of each month at 200 North Center Street, District Courtroom #1, Casper, WY**

If you wish to have this request considered by \_\_\_\_\_, you must have a completed application filed in the County Planning Office no later than 4:30 p.m. on \_\_\_\_\_.

## **ZONE CHANGE APPLICATION**

(Please read GENERAL INFORMATION AND APPLICATION INSTRUCTIONS before filling out)

I (We), the undersigned, do hereby petition the Board of County Commissioners of Natrona Count, Wyoming; as provided in Section 18-5-201 to 18-5-207, inclusive, of the Wyoming State Statutes, 1977, as amended, and as provided in the 2000 Natrona County Zoning Resolution, to rezone the following described real property:

FROM: \_\_\_\_\_

TO: \_\_\_\_\_

Applicant:

Owner:

1. Name \_\_\_\_\_

Name \_\_\_\_\_

2. Address \_\_\_\_\_

Address \_\_\_\_\_

3. Phone \_\_\_\_\_

Phone \_\_\_\_\_

4. Legal description and size of property (If within a platted subdivision, give subdivision name, block and lot number. If not within a platted subdivision, give quarter-section, section, township and range). \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. Common description of the property to be rezoned (street address and location description):

\_\_\_\_\_  
\_\_\_\_\_

6. Type of sewage disposal: Public \_\_\_ Septic \_\_\_ Holding Tank \_\_\_ Other \_\_\_

7. Source of Water

8. This property was purchased from: \_\_\_\_\_

9. The date this property was purchased: \_\_\_\_\_

I (We) hereby certify that I (We) have read and examined this application and know the same to be true and correct to the best of my (our) knowledge. Granting this request does not presume to give authority to violate or cancel the provisions of any other State or local laws. Falsification or misrepresentation is grounds for voiding this request, if granted. All information within, attached to or submitted with this application shall become part of the public record. I (We) further understand that all application fees are non-refundable.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Print Applicant Name: \_\_\_\_\_

Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Print Owner Name: \_\_\_\_\_